

Position Vacancy

Part-time Driver

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of part-time driver located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

OPEN TO: All Qualified Candidates
POSITION: Part-time Fleet Driver
OPENING DATE: April 20, 2022
CLOSING DATE: May 31, 2022
WORK HOURS: 40 hours per week
SALARY: ¥195,000/Month

PLEASE NOTE:

1. Only candidates selected for an interview will be contacted
2. This position is not a U.S. Federal Government position.
3. U.S. citizens/green card holders fall under U.S. IRS requirements.
4. The EWA will not sponsor work visas in Japan. Candidates must have a residency or work permit that allows sufficient work privilege.

BASIC FUNCTIONS OF POSITION:

EWA is a private association of employees of the U.S. Embassy Tokyo. Incumbent will primarily drive one of three routes for our school bus service in Tokyo. Duties include, but are not limited to, driving school bus, driving for private charters and tours, basic maintenance of vehicles (cleaning, refueling), deliveries, and assisting with other duties assigned by the EWA Fleet Manager.

QUALIFICATIONS REQUIRED:

1. Education: Completion of Secondary School (High School) required.
2. Prior Work Experience: A minimum of two years of experience operating commercial vehicles, including public transport.
3. Language Proficiency: Clear understanding and ability to communicate in English and Japanese.
4. Knowledge: A good working knowledge of traffic patterns, highway entrances/exits, and Tokyo neighborhoods, including but not limited to Minato-ku, Shibuya-ku, and Meguro-ku.
5. Skills: We require the driver to hold an Oogata (大型免許) license. A forklift license is a plus. First Aid and Hazmat training/ experience training is preferred.

SELECTION CRITERIA:

1. All qualified candidates that meet the minimum EWA standards and position requirements that possess a residency permit in Japan are encouraged to apply.
2. All qualified Japanese citizens that meet the minimum EWA standards and position requirements are encouraged to apply.

3. A successful background investigation and Health Certification will be required prior to employment.
4. All successful candidates must pass an intensive Fleet training course and final evaluation to maintain employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae.
2. High school diploma or equivalent.
3. Proof of residency/work permit in Japan.
4. Current Driving Record
5. Proof of additional qualifications and training.
6. A minimum of two professional references and one personal reference.

SUBMIT APPLICATIONS TO:

Mail:

U.S. Embassy Tokyo
EWA Fleet Manager
2-1-1 Roppongi, Minato-ku
Tokyo, 106-0032

or

E-Mail: ewafleetmanager@gmail.com